

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies **DATE:** October 11, 2001

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: QUARTERLY MEETING NOTICE

The first quarterly meeting for fiscal year 2002 has been scheduled as outlined below. Please make every effort to attend.

DATE: October 24, 2001 (Wednesday)

TIME: 1:00 p.m. to 4:00 p.m.

LOCATION: Department of Administration
William Powers Building
Conference Room A (2nd floor)
Providence, RI

AGENDA:

- RI-SAIL Update and User Feedback
 - * Input
 - * Access
 - * Output (reports and reporting)
- Employer Provided Vehicles
- State Purchase Card Program, start date
- Other operational issues

/hh
CFO:02-18